



Fact Sheet

Employee Changes

MyCalPAYS is the State of California's new personnel and payroll system administered by the State Controller's Office (SCO). The implementation of this system marks a significant change in how the State manages human resources and payroll for all of its approximately 250,000 Civil Service employees. Employees can expect to see differences in forms, processes, time reporting and in some cases, net pay. SCO and your department's HR Office are committed to helping you understand these changes. This fact sheet outlines some of the most important changes and provides you with additional information.

Person ID:

All employees are assigned a new Person ID number in MyCalPAYS. This Person ID is a unique, 8-digit number to identify you in the system and will not change. The Person ID increases security by replacing your Social Security Number on your MyCalPAYS pay stub and on many forms.

Time Reporting:

A new timesheet (STD. 634MCP) has been created for reporting time in MyCalPAYS. Many departments will begin using this new timesheet once live on MyCalPAYS. Your HR Office will provide more information on how and when to submit your time as your department gets closer to implementing MyCalPAYS.

Pay Dates:

Salaried employees will continue to be paid on the same days. Hourly employees will have a scheduled pay date. Visit the MyCalPAYS website reference page to determine your scheduled pay date (http://www.sco.ca.gov/21century_mycal Pays_reference.html). MyCalPAYS can include all premium payments with master pay (previously, only up to 3 premium payments could be included).

Direct Deposit:

Your previously designated direct deposit elections are automatically transferred to MyCalPAYS. MyCalPAYS allows employees to deposit a percentage or set dollar amount in up to 5 separate accounts. Complete the new MCP 014 Direct Deposit form to create or change your direct deposit designations.

MyCalPAYS Pay Stub:

Pay stubs issued from MyCalPAYS will be different. Some of the changes include:

- ⇒ Direct deposit information will show at the top of the pay stub for employees enrolled in direct deposit.
- ⇒ There will be new labels for earnings, deductions, taxes, garnishments and contributions.
- ⇒ The Person ID will replace the last four digits of the Social Security Number.
- ⇒ The year-to-date totals will include only MyCalPAYS year-to-date totals until the end of the first tax year on MyCalPAYS.
- ⇒ Leave balances will be referred to as "quotas." Captured quota usage will appear in the Earnings section for each pay period as hours/units.

View the MyCalPAYS Pay Stub Fact Sheet for more information on changes to the employee pay stub:
http://www.sco.ca.gov/Files-21C/1A_Employee_Impacts_Pay_Statement_FINAL.pdf.

Net Pay Changes:

Some employees may see a difference in their net pay due to differences in some MyCalPAYS rules and calculations. Annual pay will remain the same. Your HR Office will share these changes with you as your department's implementation date nears. Additionally, the SCO will issue a MyCalPAYS Employee Information Guide to provide you with more information.

More Information:

Please visit:

- ⇒ The SCO MyCalPAYS website: http://www.sco.ca.gov/21century_mycal Pays_home.html.
 - ⇒ The 21st Century website: <http://www.sco.ca.gov/21century.html>.
- You may also contact your supervisor, manager or HR representative.